

ATTACHMENT 2  
**STANDARD PERSON DIRECTORY**

COMMON IDENTIFIER FIELDS					
Record Type	Field Name	Description	Length	Data Type	Data Notes
Identifier	CommonID	Common Identifier	9	Integer	This is the key field to be created.
Description	DOB	Date of Birth	8	Text	MMDDYYYY
Description	Gender	Gender	1	Text	(M)ale, (F)emale
Name	FirstName	First Name	15	Text	Name given to an individual at birth, baptism or other naming ceremony or through legal change
Name	LastName	Last name	20	Text	Name borne in common by members of a family, Includes hyphenated and special characters
Name	MI	Middle Initial	1	Text	
Name	NamePrfx	Prefix	4	Text	Used to denote rank, placement or status, Mr., Dr. etc.
Name	NameSfx	Suffix	4	Text	Used to denote an individuals generation in his family i.e. Jr.
Name	FirstNameAlias	First Name Alias, Child	15	Text	A name other than given name by which an individual is known. All variations <sup>1</sup>
Name	LastNameAlias	Last Name Alias, Child	20	Text	A name, other than family name by which an individual is known. All variations
SECONDARY FIELDS <sup>2</sup>					
Address	StreetNumber	Street Number	5	Integer	
Address	StreetName	Street Name	25	Text	Include Road or RD
Address	AptNo	Apt. #	5	Text	
Address	City	City	20	Text	
Address	Zip	Zip	9	Text	
Address	Country	Country	15	Text	
Address	Phone	Phone Number	15	Text	Includes extension
Description	RaceEthnic	Race/Ethnicity	2	Text	Linked to DOH table,-- see attachment 5
Description	Language	Language, primary	2	Text	13 Choices, linked to DHS table see attachment 4
IDnumbers	SSN	Social Security Number	9	Text	Security restrictions exist for this field.
OTHER KEY INFORMATION maintained by Agencies					
description	BirthCity	Birthplace City	30	Text	
Description	BirthState	Birthplace, St.	2	Text	
Description	BirthHosp	Hospital of birth	2	Text	
Description	Relation	Relationship (to child)	1	Text	Includes Guardian
Description	Status	Status	1	Text	(A)ctive, (D)eceased, (U)nborn
id numbers	RICHIST	ID assigned by DCYF system	10	Text	
id numbers	SSNVerify	SSN flag	1	Text	Denotes DHS validation with SS Admin
IDnumbers	KidsNet	ID for Child	9	Integer	Sequential number generated
IDnumbers	InRhodes	InRhodes ID	11	Integer	
Idnumbers	Medicaid	Medicaid ID, Child	10	Text	
Idnumbers	FamilyCRT	Family Court ID	11	Text	
Idnumbers	MedRecord	Child Med Rec #	10	Text	Supplied by PCP immunization records
Other	CensusTract	Census Tract	8	Text	

Adopted by the RI Children's Cabinet June, 2000 as recommended by the K-Link (technical data sharing committee).

<sup>1</sup> Software tools exist to assist in standardizing spelling variations for names

<sup>2</sup> Refer to US Postal Service for address standardization details. See <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf> Software tools exist to scrub and standardize mailing address information for greater accuracy and to save postal fees.